

ANNEX II - "PERMANENT PARKING"

1. GENERAL

- a. This Annex provides information on the permanent system for parking at the new building and supersedes the original distribution approved 5 September 1961. The permanent plan is generally the same as the interim plan currently in effect except that it includes the west lot, portions of the south lot not yet completed, and the south road used by the contractors' employees.
- b. The planned parking facilities at the new building will accommodate approximately [redacted] vehicles. These facilities consist of the north parking lot [redacted], south parking lot [redacted], west parking lot to be completed after the occupancy of the building [redacted], and certain authorized (posted) roadside areas adjacent to the building. In addition to the above, certain areas will be available to accommodate visitors of the Agency and non-Agency employees supporting the building, such as GSA, GSI, FRS, and the telephone company. It is believed that there will be sufficient parking space, upon completion of all facilities, to satisfy the needs of Agency personnel relocating to the new building. The ratio will be slightly in excess of [redacted]

2. POLICIES

- a. Allocation to major components of reserved spaces will be based on the number of supergrade personnel plus operational and/or special requirements as of 31 January 1962. Allocation of general parking spaces to major components will be proportioned on the basis of the number of personnel the Office of the Director of Central Intelligence (DCI) and each Deputy Director has on duty at the new building. A revised allocation of reserved and general parking spaces will be made as required but at least annually.
- b. In making allocations of reserved and general parking spaces in the north and south lots, consideration will be given to location of components in the building and the fact that the north parking lot is closer to the building than the south lot. As regards the west parking lot, allocations of general parking spaces to major components will be on a pro-rata basis.

having the same working hours. A person may not arbitrarily park contrary to his lane and/or area assignment. For easy recognition, different colored permits will be issued for each parking lot or area. These permits will reflect the assigned parking lot or area, the lane assignment in the north and south lots, and a permit number for control purposes. The permit will be displayed on the driver's side (left) mirror. For autos not equipped with mirrors, the permit will be displayed as to be visible through the windshield.

(3) Visitors' Parking

Visitors' parking sections have been designated to accommodate nonoccupants of the building (Agency) and official visitors of the Agency. Within these sections there will be a few spaces reserved for frequent non-Agency visitors such as OMB members who have a need to visit the building regularly. Parking permits will be issued to visitors who are entitled to use these reserved spaces. Administrative officers may obtain parking permits for these visitors from the Office of Logistics, attention: Chief, Space Allocation and Facilities Branch, ROOM/OL, Room 1J 45, telephone extension 5045. All other visitors to the building may park in the unreserved portions of the visitors' parking sections for periods up to a maximum of three hours without permits. Spaces subject to the three-hour time limitations will be posted accordingly. Occupants of the building are restricted from using visitors' parking sections.

- b. In addition to the above, provision has been made in the two loading dock areas at the rear of the building for motor pool vehicles, the mail and courier service, supply vehicles, and other official vehicles. Space on the west road and the powerhouse area is reserved for non-Agency support type personnel employed at the building such as FPO, GSA, GSI, and the telephone company. Permits will be required to park in these areas.
- c. A schematic diagram showing the building and the proposed parking areas is contained in Appendix I.

4. RESPONSIBILITIES

a. The Office of Logistics, ROOM/OL

- (1) Is responsible for overall planning, coordination, and implementation of parking and parking procedures for the new building.
- (2) Is responsible for the allocation of parking to the Office of the Director of Central Intelligence and the Deputy Directors.

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- c. A limited number of reserved spaces will be allocated to top officials of GSA, GSI, and HSE near the building. The balance of these employees will be assigned to the roadside (west of the building), the powerhouse area, or the west parking lot when completed.
 - d. The Office of Logistics will make allocations (as is presently done) to the Office of the Director of Central Intelligence and the Deputy Directors. Initially, allocations will not exceed the total number of parking spaces available. The feasibility of over-allocation of spaces will be considered at a future time after sufficient data and experience have been gained in this respect.

3. CONCEPT OF THE PLAN

- a. Under the plan, there will be 3 categories of parking at the new building: reserved space parking, lane and/or area parking (general parking), and visitors parking. Permits will be required for all parking except as indicated for visitors in subparagraph a. (3) below. Permits must be prominently displayed when entering assigned parking areas and while a space is in use.

(1) Reserved Parking

A limited number of spaces will be reserved for supergrade personnel and for operational requirements. These reserved spaces will be prominently posted and are located in the north and south parking lots, adjacent to the northeast and southwest entrances to the building, and in front of the main entrance to the building. Reserved parking will be controlled by a blue parking permit and unauthorized persons are prohibited from parking in these spaces at all times. Persons entitled to reserved spaces will be notified and issued permits through administrative channels.

(2) Lane and/or Area Parking (General Parking)

This type of parking will be allocated to major components by lane(s) in the north and south lots, by specific portions of the road at specially authorized roadside parking areas; and on a pro rata share of the entire area in the case of the west parking lot. Persons holding lane and/or area parking permits will not be assigned to any particular space. This means that parking within assigned lane(s) or area will be on a "first come, first served" basis. Competition for more favorable spaces nearest the building will be between permit holders

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(3) Working jointly with the Office of Security and GSA, is responsible for completing plans for traffic control to permit an orderly flow of traffic within the new Headquarters building area.

2. The Office of Security, ID/S is responsible for arranging with GSA officials and guards for policing of designated parking areas and for enforcement of area parking regulations (Appendix II - Parking Regulations).
- c. The Office of Personnel, ID/S will assist Agency personnel desiring to participate in car pools to the Langley area.

5. ALLOCATION OF PARKING SPACES

The allocation of parking spaces will be published and distributed separately to major components at a future date.

6. ADMINISTRATION

- a. The adjustment of parking allocations to components and offices, resulting from organizational changes, intra-office transfers, etc., will be accomplished as required by appropriate administrative officers, in conjunction with the Parking Control Office, Room 1 J 45, telephone extension 5045.
- b. Arrangements are being made to adjust public transportation services to the new building in accordance with staggered work hours.
- c. Agency personnel visiting the new building (nonoccupants) are requested to use the Agency shuttle service. Permanent schedules will be published after completion of the move.
- d. This plan is effective for planning on receipt; for execution on order. Effective date of implementation and/or changes thereto will be announced by Relocation Bulletin(s).

APPROVED:

5 APR 1962

Date

S
L. A. WHITE
Deputy Director
(Support)

Enclosures:

- 1. Appendix I - Diagram**
- 2. Appendix II - Parking and Traffic Regulations**